City of Lafayette Staff Report

To: City Council

From: Joanne Robbins, City Clerk

Date: June 15, 2009

Meeting Date: **June 22, 2009**

Subject: **Lafayette Open Government Statement 2009**

Background: At their regular meeting on February 9, 2009, the city council adopted the City of Lafayette 2009 Workplan that included the Lafayette Open Government Statement. Staff was directed to deliver the "**Open Government Statement**" to the City Council annually each June.

Rationale: The activities and employees of the City of Lafayette are funded with money provided by California's citizens and businesses. These funders have, through the democratic process, voluntarily agreed to pay earned money to the City of Lafayette with the expectation that such funds will be spent fairly, wisely, and efficiently.

The funders are entitled, by ethos, practice, and law, to have access to information about how their money is spent.

The rationale for the **Lafayette Open Government Statement** is to disclose key financial data and practices in a document and forum that is open and widely available to the public.

The goal of this project is to place Lafayette at the forefront of open government practices in California.

Public Availability: The **Lafayette Open Government Statement** will be considered and adopted by the city council each year at its last regular meeting in June and a copy of the most recently adopted **Lafayette Open Government Statement** will always be available for public review during regular business hours at the Lafayette City Offices and on the City's website www.ci.lafayette.ca.us .

Recommendation: Adopt Resolution 2009-39 adopting the Lafayette Open Government Statement 2009.

10B

BEFORE THE CITY COUNCIL OF THE CITY OF LAFAYETTE

A Resolution of the City Council of the City of Lafayette Adopting and Implementing the Lafayette Open Government Statement and Policy	))))	Resolution No. 2009-39

WHEREAS, the activities and employees of the City of Lafayette are funded with money provided by California's citizens and businesses;

WHEREAS, these funders have, through the democratic process, voluntarily agreed to pay earned money to the City of Lafayette with the expectation that such funds will be spent fairly, wisely, and efficiently;

WHEREAS, these funders are entitled, by ethos, practice, and law, to have access to information about how their money is spent;

WHEREAS, in recognition of the foregoing, the City of Lafayette 2009 Workplan, adopted by the City Council at its regular meeting on February 9, 2009, included implementation of the Lafayette "Open Government Statement," and directed Staff to deliver the "Open Government Statement" to the City Council annually each June;

WHEREAS, the purpose of the Lafayette Open Government Statement is to provide for the disclosure of key financial data and practices in a document and forum that is open and widely available to the public; and

WHEREAS, the goal of the Lafayette Open Government Statement is to place the City of Lafayette at the forefront of open government practices in California.

NOW, THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council does hereby adopt the Lafayette Open Government Statement attached hereto and incorporated herein as Exhibit "A".

Section 2. Following its adoption, the City shall post a copy of the Lafayette Open Government Statement on its website, and have a copy available for public inspection at the City offices.

Section 3. The City Council shall review the Open Government Statement annually each June, and it shall be updated as needed.

Section 4. This Resolution shall be effective immediately after its adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Lafayette at a regular meeting of said Council on June 22, 2009 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Joanne Robbins, City Clerk

APPROVED:

Don Tatzin, Mayor

EXHIBIT "A"

LAFAYETTE OPEN GOVERNMENT STATEMENT

The Lafayette Open Government Statement will include the following:

1. Finance

    1.1 Council resolution adopting current budget
    1.2 Summary of all municipal funds, fund balances, and changes
    1.3 Summaries of all municipal revenues and expenditures
    1.4 Five year forecast
    1.5 Graphs and charts describing budget and budget trends
    1.6 Salary ranges for all employees
    1.7 Most recent audited financial statements and auditor's letter

2. Executive Management and Compensation

    2.1 City manager employment agreement
    2.2 Council resolutions establishing City Manager salary and (if any) bonus
    2.3 Base salary, benefits, and estimated total actual compensation for City Manager
    2.4 Base salary, benefits, and estimated total actual compensation for top five earning city employees
    2.5 City Attorney contract / employment agreement
    2.6 Estimated and actual expenditures for City Attorney for current and prior fiscal years

3. Human Resources

    3.1 Labor agreements, personnel rules, and all non-confidential documents controlling, prescribing, or describing rules that govern pay and benefits received by city employees.

4. Good Government

    4.1 Annual conflict of interest statements of Council Members and City Manager required by State of California
    4.2 Approved whistleblower policy
    4.3 Approved document retention policy
    4.4 Investment policy
    4.5 Employee gift acceptance policy